

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE VIRTUAL ANNUAL GENERAL MEETING HELD ON  
WEDNESDAY 27th MAY 2020  
AT 7:00PM.**

**Present at the meeting:**

Cllr Alan Revell (Chair)	Cllr Tim Roberts
Cllr Edwina Galloway (Vice-Chair)	Cllr John Pulham
Cllr Claire Buttle	Cllr Rob Holden
Cllr Keith Dickerson	Cllr Simon Ransome
Cllr Chris Burslem	

**In attendance:** 0 members of the public.

**Welcome by the Chairman. Thank you to Cllr Holden for organising the virtual meeting.**

**11143 Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

There were no members of the public.

**11144 Reports**

**(a) Report by County Cllr Richard Smith**

Cllr Smith reported that EDF had submitted the DCO for Sizewell C. It is disappointing that this has been submitted, as they were advised not to due to the Covid-19 situation. Many of the SCC staff have been redeployed due to the pandemic, and they are now being asked to return to their jobs, to aid with this application. The Planning Inspectorate has 28 days in which to look through the paperwork and decide whether they accept the application. Has EDF completed a proper consultation? The Statement of Community Consultation submitted by EDF has been adhered to; therefore the County Council will find it difficult to report to the Planning Inspectorate anything other than that EDF have done what they said they would do – whether they actually listened and changed their proposals is not relevant in this assessment. If the application is accepted, then interested parties must register to be able to input their oral or written comments. Personally, CC Richard Smith is against Sizewell C and will try to persuade his colleagues to object to the application. Some Councillors, principally in the west of the County may think this development will not affect the area they represent, and it is for those Councillors in East Suffolk to persuade them otherwise. The Planning Inspectorate and Government who makes the final decision, may regard potential high unemployment numbers following the Covid-19 pandemic as a reason to approve the application.

Cllr Burslem asked how helpful Therese Coffey has been.

CC Richard Smith said it is understood that EDF have not made much headway with Network Rail, despite Dr Coffey's intervention designed to help progress the Rail Option.

Cllr Roberts asked what the PC's position is with the case.

Cllr Galloway reported that the PC had submitted 3 substantive responses to the last 3

consultations, and these had issues highlighted in them which could be used as a basis for representations when responding to the Planning Inspectorate re the Development Consent Order. Each representation can be a maximum of 500 words. Although the Parish Council is a statutory consultee, individual Councillors and others are encouraged to register (as other others) and make their own representations. These will be looked at after 28 days.

CC Richard Smith commented that KcC PC had one of the finest quality responses to each stage of the consultation process. The PC should register as a corporate body, but residents should register also. A final decision on Sizewell C should be expected towards the end of next year.

Cllr Revell commented that the whole of the PC is against Sizewell C.

CC Richard Smith said the process should have an elasticated timetable to take Covid-19 into consideration.

Cllr Dickerson commented that at the last PC meeting it was mentioned that there was to be a budget meeting, how did this go?

CC Richard Smith replied that SCC has spent £77m from various pots for aid during the pandemic, £40m has been received from the government. SCC is able to cope at present, with both the impacts on budgets and the severe adverse cashflow.

**(b) Report by District Cllr Stephen Burroughes**

Cllr Burroughes sent his apologies.

**The Chair formally opened the meeting at 19.27.**

**11145 Election of Chair for 2020/21 and signing of Declaration of Acceptance of Office Form**

The Clerk asked for nominations for Chair. Cllr Galloway proposed that Cllr Revell remained as Chair, this was seconded by Cllr Buttle and agreed by all.

Cllr Revell was duly elected as Chair. The Declaration of Acceptance of Office Form would be signed once the Covid-19 pandemic lock-down allows for face-to-face meeting.

**11146 Election of Vice-Chair for 2020/21 and signing of Declaration of Acceptance of Office Form**

Cllr Revell asked for nominations for Vice-Chair. Cllr Roberts proposed that Cllr Galloway remained as Vice-Chair, this was seconded by Cllr Buttle and agreed by all.

Cllr Galloway was duly elected as Vice-Chair. The Declaration of Acceptance of Office Form Would be signed once the Covid-19 pandemic lock-down allows for face-to-face meeting.

**11147 To receive apologies for absence** – Cllr Lumb, Cllr Ellis and Cllr Major.

**11148 To accept apologies for absence** – Accepted.

**11149 To record absence without apologies** – None

**11150 Declarations of Interest** - None

**11151 To consider any dispensations** – None.

**11152 To consider the Approval of the draft minutes of the virtual Parish Council meeting held on 29<sup>th</sup> April 2020.**

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Buttle, Seconder Cllr Ransome and agreed by all.

**11153 Parish Clerk's Report**

**7.1 Internal Audit.**

The Clerk reported that the paperwork for the Internal Audit was passed to SALC on the 7<sup>th</sup> May. On the 22<sup>nd</sup> May our paperwork was sent to the Auditor. Today a list of requested documents was received. This has been sent, and the Councillors will be kept informed of the progress.

Budget – the Clerk commented that she had spoken with Cllr Revell concerning the purchase of flowers for the tubs outside the Village Hall. It was agreed by all when the budget was set, that there would not be any budget for the tubs, Christmas Tree or SNIPS competition. Cllr

Revell and the Clerk agreed that the Cllr should be reimbursed for the purchase, but this will have to wait until Cllr Revell, Cllr Galloway and the Clerk could meet to discuss where we may take the funding from.

At the end of the last financial year there was an outstanding credit from BT Broadband, instead of us receiving the money, it has been credited on this month's invoice.

The purchase of a laptop for the Clerk. The Clerk has been in contact with Cllr Galloway and Cllr Holden regarding the purchase of a new laptop. Cllr Holden has given a suggestion of two laptops, both of which are within the limit of £500. If the Clerk should purchase one of the laptops, could she be reimbursed straight away.

Cllr Galloway proposed that the Clerk should be reimbursed after the purchase of the laptop, this was seconded by Cllr Roberts and agreed by all.

Cllr Burslem commented that last year there was a budget for the flower tubs.

Cllr Galloway said that all Cllrs received copies of the budget ahead of it being formally agreed. Money should not be removed from the reserves at the moment.

Cllr Revell assured the Cllrs that the budget for this year had been discussed in length, money will be found to reimburse the Cllr, this is just a misunderstanding.

Cllr Roberts suggested that the budget should be reviewed to identify money that has not been used due to the pandemic.

Cllr Revell said that when a face-to-face meeting is allowed then Cllr Galloway, the Clerk and himself would meet to see what could be done with the budget figures.

**11154 Clerk's Report on urgent decisions**

None

**11155 Matters arising from the Clerk's report**

None

**11156 Matters arising from the Parish Council meeting held on Wednesday 29 April 2020.**

Due to the Covid-19 situation it was agreed to carry all matters arising over to the next meeting.

**11157 Parish Council Matters**

**13.1 IP17 GNS:** Cllr Roberts reported that he had previously circulated a report and budget to the Cllrs for information. The plan and budget at the moment will take the GNS up to 31 August 2020. GNS have asked people what services they continue to need, currently they deliver 200 prescriptions per day, deliver meals and food. As time goes on the services required will change to wellbeing, youth, and wealth issues. Two care homes in the area are in lockdown due to Covid-19, and there has been some fatalities within the care homes.

CC Richard Smith asked where the deaths notification has come from. He has received letters from concerned residents having read this information. It is important to state known facts to members of the public.

Cllr Roberts commented that IP17 GNS had assisted one care home to try and organise testing for Covid-19. After spending three weeks trying to help organise testing in a care home it finally happened last Thursday. There have been no care home fatalities in the past two weeks. Testing in the care homes is to take place every two weeks. One care home was struggling to get enough PPE, but the GNS could not assist with this.

CC Richard Smith commented that some facts stated are not in line with what he as a County Councillor has been told. All care homes in Suffolk are not the responsibility of the County Council. His understanding is that PPE supplies have been adequate and, where necessary, emergency supplies have been sourced and delivered by the County Council, so far free-of-charge. If there are issues these should be reported directly to the County Council and to Cllr Smith.

Cllr Galloway commented that a lot of PC meeting time seemed to be spent discussing IP17 GNS which is a separate charity.

Cllr Roberts said that the issues are in our community, we should support people.

Cllr Revell commented that KcC needs to be the priority of the PC. The GNS does support the community. Thank you, Cllr Roberts, for your continued hard work with IP17 GNS.

Cllr Roberts suggested that KcCPC should fund around £2,800(pro-rata) on the GNS. Currently there has been £350 which was extremely useful to get the GNS started. Saxmundham have been very generous with contributions to the scheme.

Cllr Revell commented that the precept size of KcC and Saxmundham are totally different. The budget is very tight this year, and as a result of this cannot fund the IP17 GNS.

Cllr Roberts explained that Saxmundham had donated £12,500, and a further amount of £18,500 had been raised.

CC Richard Smith commented that his understanding was that Saxmundham Town Council had increased its precept this year by £10,000 to subsidise the Wednesday Market, but as there is no market at present these funds have been vired and made available for the GNS Scheme, if needed. Only £500 has been paid over to date.

Cllr Roberts explained that one member of the GNS was given a paid salary.

Cllr Burslem asked if the income from the precept in our budget, is why it is so tight.

Cllr Revell said that he does not wish to increase the precept next year to fund IP17 GNS. The residents of the village will/may have financial difficulties due to Covid-19 and they would not be in a position to pay any more money.

Cllr Roberts said that the GNS is not just for now, it may be required for the next 5 years.

Cllr Dickerson commented that the UK government is not able to fund the Covid-19 situation, they have spent money they do not have. The PC has some reserves, could that be spent.

Cllr Galloway explained that the Covid-19 pandemic is not going to be resolved in a few weeks. The village hall may ask for funding from the PC and there are general items that the PC has to maintain. The PC is not in a position to agree any funding to GNS at the moment.

Cllr Roberts commented that the Village Hall could apply for funding, everywhere is short of funding at the moment.

Cllr Burslem said that the finances should be looked at carefully and the PC should not worry about increasing the precept if needed.

Cllr Galloway replied that the precept was increased this financial year from £19,000 to £21,500.

**ACTION:** The Chair, Vice-Chair and Clerk to meet when convenient to discuss the budget in further detail.

County Councillor Richard Smith left the meeting at 20.20.

- 13.2 Portfolio Holders:** The Clerk reported that there were a few vacancies in the Portfolio groups.  
Kelsale Village Hall – Cllr Burslem to represent the PC whilst Cllr Lumb is away.  
Footpaths and Rights of Way – Cllr Revell & Cllr Ransome to share this item.  
Benches – Cllr Holden  
New Oasis – Cllr Buttle commented that Liz Flight would be willing to be the editor for the newsletter. Cllr Pulham said that he would agree to this proposal. It was agreed by all for Liz Flight to become the new editor of the New Oasis and would try to sort an edition for June.  
Cllr Dickerson said that he would continue to sort the distribution of the New Oasis.  
Cllr Roberts commented that the Emergency Planning group needed a further representative. It was agreed that the remainder of the Portfolio Groups would remain with the same representatives.
- 13.3 Management of Spinney Pocket Park:** Cllr Dickerson reported that he had sent a report to the Cllrs prior to the meeting. At the moment Spinney Pocket Park has a good range of native tree species, but it is too overcrowded, many are very tall and thin and liable to wind throw and there is a significant shrub layer beneath the trees. It was suggested that there should be some selective removal by felling to allow more light to reach the ground so that retained trees and shrubs reach their full potential. Timber arising could be used to create log and/or brash habitat piles to encourage species diversity. Some native shrubs could also be planted. At the moment there is no money in the budget for this, but money could be earmarked in the future. Cllr Roberts suggested that the 'Bags of Help Fund' run by Tesco could be approached as they fund green areas. This fund happens two times a year and is up to £5,000.  
Cllr Buttle commented that there is £150 in the budget for essential maintenance on trees and

paths.

It was agreed that the sum of £150 should remain in the budget for essential tree work.

All the Cllrs agreed that the Management of Spinney Pocket Park was a good idea, and thanked Cllr Dickerson for his work on this project.

- 13.4 3 Communities Link Project:** Cllr Burslem said that he had sent a report about the project to the Cllrs.

Cllr Burslem proposed that KcCPC remain supportive of the 3 Communities Link Project, this was seconded by Cllr Dickerson and agreed by all.

Cllr Burslem proposed that the Clerk write to CC Richard Smith and SCC to ask that they take advantage of government funding to support the local 3 Communities Link Project, this was seconded by Cllr Roberts and agreed by all.

**ACTION:** Clerk to organise a letter re the funding of the 3 Communities Link Project.

- 13.5 GDPR Subject Access Request & Data Protection Statement:** Cllr Buttle proposed that the PC adopts the GDPR Subject Access Request and the Data Protection Statement, this was seconded by Cllr Roberts and agreed by all.

#### **11158 Planning Matters**

**12.1 Planning Report -** The Planning Report had been circulated in advance and there was no change since the circulation.

**12.2 New planning applications since the last meeting:** None

Cllr Holden asked if the building work taking place on Dorley's corner was a new piece of work and was there any planning application.

Cllr Buttle replied that there was a planning application and it had been agreed. The work is a new entrance for Kelsale Place.

#### **11159 Financial Matters**

**15.1 Financial Statement since the February meeting. See Updated Finance Report of 22<sup>nd</sup> May 2020.**

**All requests for payment were approved.** Proposer: Cllr Roberts, Seconder: Cllr Buttle, all agreed.

**13.2 To approve and sign the bank statements:** The Bank Statement to 30<sup>th</sup> April and a financial reconciliation were brought to the meeting and would be signed and agreed when the Chair and Clerk meet.

#### **11160 To Receive Reports from Portfolio Holders and Liaison Representatives**

##### **B7 – Trees & Green Spaces**

Cllr Buttle reported that she had been to look at the Gull, as Cllr Major reported this may need clearing, there is no problem it is just this year's growth.

##### **E1 – Biodiversity Group**

Cllr Dickerson commented that he had circulated a paper to all Cllr regarding the proposed Biodiversity and Footpath Trail leaflets. The cost of these leaflets is £396, could this be considered in future funding? The artwork involved is for the drawing of maps as OS maps are copyright and may not be re-used.

Cllr Galloway commented that there is a budget for printing but, as Sizewell is progressing, this budget should be used on producing information relevant to Sizewell for the village.

Cllr Roberts suggested that 'crowdfunding' is used to raise money for the leaflets, Go-fund-me is quite simple to use.

Cllr Revell commented that there is to be quarterly accounts for the Cllrs to monitor the PC financial situation.

**11161 Items for consideration for Inclusion on the next agenda**

**11162 Correspondence**

A donation request had been received from Suffolk Accident Rescue Service. After some discussion it was agreed to not offer a donation at the moment.

**11163 To consider excluding the public and press**

No considerations were necessary.

**11164 Excluded items**

There were none

**11165 Date of the next meeting**

The next meeting to be held on Wednesday, 24th June 2020 at 7.00pm in the Village Hall Committee room. This may take place using Zoom. (Cllr Dickerson to organise)

Cllr Revell thanked Cllr Holden for assisting with the Skype meeting.

The Chairman closed the meeting at 20.45.

Signed: ..... Chairman Dated: .....